

# CONSTITUTION

## Woodhouse and Woodhouse Eaves Good Neighbour Scheme (WWE GNS)

- 1 Purpose**
  - 1.1 The purpose of the WWE GNS is to provide assistance for local residents over the age of 18, through the help of volunteers. Self-help, friendship and neighbourliness will be encouraged with the support of other organisations where necessary.
- 2 Volunteers and officers**
  - 2.1 Any member of the community who is 18 years old or over may join the WWE GNS as a volunteer, subject to a clear enhanced adult Disclosure and Barring Services (DBS) check.
  - 2.2 The chair, secretary, treasurer and safeguarding officer(s) will be elected from the volunteers and, together with other nominated volunteers for specific tasks, will form the steering group.
- 3 Meetings**
  - 3.1 The whole community will be invited to attend at least one open meeting a year, including an Annual General Meeting (AGM). Open meetings will be well advertised and the minutes will be put on the website.
  - 3.2 An open meeting quorum will be any six (6) volunteers and will include at least two (2) officers.
  - 3.3 The steering group will meet on a regular basis to discuss the everyday running of the WWE GNS and will always bring serious matters to the attention of the whole community.
- 4 Changes to the constitution**
  - 4.1 Changes to the constitution can be proposed to the steering group and ratified at an open meeting.
- 5 Finance**

The treasurer will

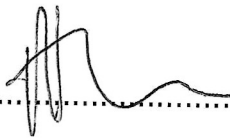
  - 5.1 open a bank account in the name of the WWE GNS with payments authorised by any two (2) out of five (5) signatories drawn from the steering group.
  - 5.2 keep accurate records of transactions and provide records for an annual independent examination, making specific records for funding secured.
  - 5.3 prepare financial reports which will be included in the minutes of the AGM.
- 6 Safeguarding**
  - 6.1 All volunteers will have an enhanced adult DBS check and will have received appropriate training before undertaking any tasks.
  - 6.2 The safeguarding officer(s) will check all DBS certificates and make a record of the certificate number, the date of issue and the date it was viewed and accepted.
  - 6.3 DBS checks will be carried out routinely at a frequency agreed by the steering group. In exceptional circumstances, a non-routine check may be carried out at any time judged necessary by the steering group.
  - 6.4 All suspicions or allegations of abuse will be taken seriously and dealt with speedily and appropriately by the safeguarding officer(s).
- 7 Dissolution**
  - 7.1 The WWE GNS can be dissolved by a majority vote at a quorate open meeting following an application by at least four (4) volunteers.
  - 7.2 On dissolution any remaining funds will be returned to the funders or used for charitable work in the community.

Signed.....Judith Harrison.....

.....JUDITH HARRISON.....

CHAIR (Name)

Date:.....10/02/2026.....

Signed..........

.....JO ATKINSON.....

SECRETARY (Name)

Date:.....10/02/2026.....

Original constitution signed 04/08/16  
Amended on 27/09/16 (rev A)  
Amended on 03/02/17 (rev B)  
Amended on 04/10/17 (rev C)  
Amended on 10/02/26 (rev D)